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5 March 54

## PROPOSED ROTATION PROGRAMS FOR JUNIOR PROFESSIONAL PERSONNEL

(To Be Accomplished Concurrently)

## 1. Agency Office Orientation Course

- a. The course would be offered annually, and the duration of each course would be approximately one year.
- b. The purpose of the course would be to provide carefully selected junior professional employees with a better understanding of the activities, problems, and inter-relationships of each element of the Agency.
- c. Each Agency office and staff, in its turn, would offer planned instruction and orientation to the trainees, following an approved schedule.
- d. The employees who attend the course would be selected as follows:
  - (1) Course quotas would be assigned to the Agency's Career Service Boards.
  - (2) Each Career Service Board would nominate junior professional employees with that career designation who have the greatest potentiality (nominations would exceed the assigned quota). Each nomination would be accompanied by appropriate justification and the comments of the heads of the organizational components concerned.
  - (3) Final selection of students (observing minimum quotas) would be accomplished by an Agency committee formed for this purpose.
- e. Administrative control of the Agency Office Orientation Course would be a responsibility of the Assistant Director (Personnel).
- f. When necessary, students would be assigned to Career Development Slots while undergoing this training, with the approval of the CIA Career Service Board.

## 2. Career Development Plan Rotation Program

- a. Under the provisions of this program, a junior professional employee would perform specified duties or receive training for a fixed period of time in an Agency component other than the one to which assigned. At the conclusion of the rotation training, he would receive an assignment from his Career Service Board in which his increased skills could be used to the greatest benefit of the Agency.

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- b. Each such rotation assignment would conform to the individual's career development plan as approved by his Career Service Board and the Agency officer who is advised by the Board.
- c. As a general rule, a rotation assignment under this program would be for more than six months but not to exceed two years.
- d. The Agency's Career Service Boards would have at least a fixed minimum number of employees in such rotation assignment at any given time.
- e. When necessary, Career Development Slots would be used for employees in this program, with the approval of the CIA Career Service Board.

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